

**MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
COLLEGE CAREER PATHWAYS/PERKINS GRANT COORDINATOR**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Middlesex Community College, 100 Training Hill Road, Middletown, CT

Hours: 19 hours per week, 48 non-consecutive weeks between September 1st and July 15th.

Salary: \$24.94 per hour

Closing Date: September 14, 2011

Special Knowledge and Experience: The College Career Pathways (CCP) position will serve as a liaison to service area high schools in 18 towns; work with guidance counselors, teachers, and college faculty to recruit CCP students, and articulate high school and college courses; write CCP and Perkins grants and end of year reports; create brochures; plan, implement and facilitate consortium meetings, roundtables and professional development activities; manage CCP budget; visit high schools; and promote CCP program. Administrative duties include verifying class rosters and final grades, data entry of admissions applications and grades into Banner System, and completing and submitting purchase orders. The position is paid out of the Perkins Grant and is subject to grant funding.

General Experience and Education:

A bachelor's degree, preferably in an education related field and some administrative experience. Excellent organizational skills, willingness to travel to the various local schools in the Middletown service area, and good oral, written and interpersonal skills.

Substitution Allowed:

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a Board of Trustees Application for Employment to:

**Jennifer Hobby, HR Associate
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
FAX (860) 343-5870
E-MAIL: jhobby@mxcc.commnet.edu**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.